

February 21, 2003

Dear Mayor:

The Department of Community Affairs is soliciting proposals for Smart Future Planning Grants from municipalities, counties and regional organizations to develop plans that lead to "Smart Growth" and more livable and sustainable communities.

"Smart Future" initiatives aim to design and build livable communities in ways that make more efficient use of land and infrastructure improvements, and in ways that protect our environment's valuable natural resources. The twin focuses of "Smart Growth" are revitalizing cities and towns to encourage redevelopment and infill, while also discouraging sprawl in suburban and rural areas through more compact development.

Smart Future Planning Grants are intended to promote comprehensive planning that focuses on redevelopment sensitive to local community needs, promotes efficient investment in the use of public infrastructure, provides for affordable housing, preserves farmland, and protects environmental, natural, historic and cultural resources.

Planning grants should lead to reasonable managed growth strategies that will be translated into plans and ordinances to be adopted and implemented by municipalities, and multi-jurisdictional and county governments in a timely manner. To use these resources effectively is the challenge that the Department of Community Affairs extends through this request for proposal (RFP).

Enclosed please find the RFP guidelines and format for your use. Should you have any questions, please feel free to contact Curt Lavalla, Smart Growth Program Coordinator, at 609-633-9648.

Sincerely,

A handwritten signature in cursive script that reads "Susan Bass Levin".

Susan Bass Levin
Commissioner

Enclosure

February 21, 2003

RE: Smart Future Grant Application Clarification

Dear Smart Future Grant Applicants:

In response to inquiries about the Smart Future Grant applications, please note the following clarifications:

1. **Planning Consultants:** Smart Future Grant applicants should NOT hire a consultant to prepare the initial grant application. This application requires a brief, simple description of your project and its desired goals, rather than a comprehensive outline of the full proposal. Your Organization, Town Manager, Business Administrator, Community Development Director, Municipal Attorney or any of your elected officials can complete the application without the added expense of an outside consultant.

After the Office of Smart Growth reviews your application, we will schedule a preliminary meeting to discuss your proposal. If your application is approved, we will provide a list of pre-qualified consultants who have the expertise to develop your proposal. A list of pre-qualified consultants is available on line at www.njsmartgrowth.com.

Section D of the Application should be completed only to indicate whether you intend to use an outside consultant or complete the work in-house. You should not indicate any specific consultant in the application.

2. Application Deadline

Applications will be reviewed on a rolling basis. We will accept applications as funds remain.

If you have any additional question, please contact Curt Lavalla, Smart Growth Program Coordinator, at 609-633-9648; or by email at osgmail@dca.state.nj.us.

Sincerely,

Adam Zellner
Executive Director

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Smart Future Planning Grant Request for Proposal
Guidelines & Format
Fiscal Year 2003

State of New Jersey
James E. McGreevey, Governor
Department of Community Affairs
Susan Bass Levin, Commissioner

*Administered by
New Jersey Department of Community Affairs
Office of Smart Growth*

For Information Concerning
The Smart Future Planning Grant Request for Proposal
Please Contact:

Department of Community Affairs
Office of Smart Growth
101 South Broad Street
PO Box 204 (7th Floor)
Trenton, New Jersey 08625-0204

Attn: Curt Lavalla, Smart Growth Program Coordinator
Office of Smart Growth
(609) 633-9648

Smart Future Planning Grant Request for Proposal Guidelines & Format

A. General Contact Information

Grant Applicant
Contact Person
Address
Phone
Fax
Email

B. Funding Requested:

1. Amount of Funding Requested
2. List any matching funds from local jurisdiction; additional grants and/or loan monies.

C. Project Description:

The following items should be included in the project description;

1. General statement of purpose.
2. Growth management and land use plan to address the projected growth and preservation of the region or municipality. This may include: regional strategic plans, visioning plans, land development ordinances, economic development plans, redevelopment or Brownfield development plans, open space plans, affordable housing plans (COAH), build-out analyses, capacity-analyses, design guidelines, implementation techniques or planning activities that fulfill and support the planning aspects of smart growth.
3. Analysis of the Smart Growth impact and the advancement of the goals contained in the State Planning Act. These goals include: preserving open space, promoting beneficial economic growth, revitalizing cities and towns, promoting affordable housing, improving environmental quality, ensuring cost-effective delivery of infrastructure and other public services, improving intergovernmental coordination, and preserving and enhancing the quality of community life. Specific attention will be paid to the extent to which a plan encourages urban and infill redevelopment, and/or discourages development from occurring in large-lot, single-use, "strip" or "ribbon," and/or "leap-frog" patterns.
4. Describe the Public participation process used to develop and implement the plan.

D. Detailed Budget:

Provide a detailed proposed budget and staffing plan. Indicate if the proposal will rely on internal resources or will enlist consultants for all or a portion of the work. **ALL CONSULTANTS MUST BE PRE-QUALIFIED BY THE DEPARTMENT OF COMMUNITY AFFAIRS TO BE ELIGIBLE BENEFICIARIES OF SMART FUTURE GRANT MONEY.**

Smart Future Planning Grant Request for Proposal Guidelines & Format

E. Project Schedule:

Outline a Scope of Work that includes a description of how the project will be implemented, a work schedule and set of milestones to be completed.

F. Additional Requirements:

1. Applicants are required to have a pre-proposal meeting with the Office of Smart Growth. Site visits and additional information may be required.
2. The original resolution adopted by the governing body/bodies authorizing the implementation of the proposed project if such funds are awarded and authorizing execution of the agreement must be submitted with the application

NOTE: **Master plan elements and background studies required to fulfill a municipality's responsibilities under the Municipal Land Use Law are NOT eligible for funding under this program.**

Submissions of RFP's:

1. Applications may be submitted on an on-going basis.
2. Submit one original, five copies and an electronic copy emailed to clavalla@dca.state.nj.us.
3. All proposals should be sent to the Office of Smart Growth, New Jersey Department of Community Affairs, PO Box 204, Trenton, NJ, 08625 – ATTN: Adam Zellner, Executive Director.